MAIN FACS -- YEAR-END CLOSING TIPS

This document has been prepared to provide users with helpful tips in closing the State's books for Fiscal Year 2007. Many tasks are required to post transactions in the proper fiscal year and to close the State of Michigan's books. Consult the DMB Office of Financial Management's (OFM's) Financial Management Guide (FMG), and/or your agency's chief accountant for further guidance. Following are tips concerning Year-End Closing for users of MAIN FACS (ADPICS and RSTARS):

ACTIONS REQUIRED AROUND SEPTEMBER 29, 2007

Users will need to make transaction processing decisions around September 29, 2007, as follows:

1. Proper Fiscal Year (FY) for posting. Both FY07 and FY08 will be available for most users.

2. Proper Appropriation Year (AY) for posting. All previous appropriation years where authority remains and the profiles have an active status can be input on a transaction. In general, except for capital outlay, work project transactions, liquidation of encumbrances and liabilities, or collection on accounts receivable, the AY for FY07 should be AY07.

   Caution: On transaction entry screens the AY will default to 08 beginning October 1, 2007 (once the FY is 08).

Additionally, users need to be aware of the following transaction processing activities at the same time:

1. All manual warrants issued must be recorded in the system. Care should be taken to ensure the correct information is entered.

2. Requests for Report Management Distribution System (RMDS) reports should be reviewed to eliminate unneeded FY07 requests and to add appropriate FY08 requests.

3. The Internal Transaction (IT) file in RSTARS should be cleared, to the extent possible, to ensure posting of transactions to the proper fiscal year.

EFFECTIVE DATE IN ADPICS FOR MONTH 13 TRANSACTIONS

When entering ADPICS transactions for the 13th month, the effective date must be entered in the following exact format: **09/31/2007**. The system will not automatically format the date the way ADPICS does for all other calendar dates. Remember, ADPICS defaults to the current calendar date, e.g., 10/01/2007; therefore, if you want an Old Year date, you must key it.

ADPICS DOCUMENT CANCELLATION

When canceling an AY07 purchase order or requisition after September closes on October 5, 2007, it will be necessary to **change the effective date** on the Document Cancellation screen (PCHL8500) to **09/31/2007** in order to liquidate the encumbrance/pre-encumbrance in FY07. Between October 1, 2007, and October 5, 2007, agencies can input 9/30/2007 or 9/31/2007. If you do not change the effective date on the FY07 purchase order or requisition, an edit will prevent you from canceling the purchase order or requisition in the incorrect year. If users try to enter a FY08 date, they will receive the following error message:

> "G568 EFFECTIVE DATE MUST BE IN THE SAME FISCAL YR AS REFERENCED DOC EFF DATE."

Users will then need to change the effective date of the cancellation document to 09/31/2007. See Part II, Chapter 15, Section 200 of the OFM <u>Financial Management Guide (FMG)</u> for more detail.

ADPICS ADVICE OF CHANGE

When using the Advice of Change process to change the Appropriation Year 2007 accounting on a requisition/purchase order to 2008 accounting, it is necessary to **enter the interface type of "YR" or "YP"** on the requisition or purchase order. See Part II, Chapter 15, Section 200 of the OFM <u>Financial Management Guide (FMG)</u> for more detail. Interface types "YR" and "YP" will not be available for use until October 1, 2007.

WARRANTS CANCELED

It is important to designate the appropriate AY when re-issuing warrants that have been canceled. For example, if a warrant issued with AY07 and FY07 RSTARS coding block is canceled in FY08, when the warrant is re-issued, you must be sure to charge the same AY07 RSTARS coding block as charged on the original warrant. Generally, the only difference between the original voucher payable and the re-issuance will be the effective date.

CASH RECEIPTS VIA CREDIT CARDS

Agencies must close out all credit card batches daily.

The dates and times below apply to transactions processed through Centralized Electronic Payment Authorization System (CEPAS) as well as all other processing methods such as Remittance Batch Machine (RBM), Interactive Voice Response (IVR), PosPartner, and card swipe machines.

- Agencies who accept American Express and/or Discover Card in addition to Visa/MasterCard, must submit credit card batches to the credit card processor, for the current fiscal year, by September 25, 2007, at the normal agency cut off time, but no later than 2 a.m. on September 26, 2007, in order for the funds to be available on September 28, 2007.

- Agencies who accept only Visa/MasterCard must submit credit card batches to the credit card processor, for the current fiscal year, by September 26, 2007, at the normal agency cut off time, but no later than 2 a.m. September 27, 2007, in order for the funds to be available on September 28, 2007.

Note: Department of State's RBM and IVR process (Multilink), must be transmitted at the normal agency cut off time, but no later than 3 p.m. on September 26, 2007.

AGENCY OBJECT STRUCTURE

Several agencies have implemented profiles in the object structure defined and controlled by agencies such as D11 Agency Object and D25 Agency Object Group Profile. Because transactions from both AY07 and AY08 will be generated and/or recorded in FY08, it is important to establish agency objects (D11) for both appropriation years. Otherwise, all generated transactions will error out.

DOCUMENT TYPES NO LONGER ACCEPTED IN FY07

If you receive an "EBX - Document stage < SM" error message, you can no longer record a transaction in FY07 with that document type. This does not affect transactions being processed in FY08.

AUTOMATED CREDIT CARD DEPOSIT PROFILE CHANGES

When making index and PCA profile changes due to the new appropriation year, check all Receipt Coding ID profiles (D90) for any changes that may apply. If an index or PCA change is made on the profile, blank out all old data, such as appropriation and fund, before saving the profile so that proper look-ups will occur.